

**CITY OF ELK RIVER
SAFETY COMMITTEE
FIRE STATION #2 (ORONO PARKWAY)
MINUTES OF WEDNESDAY, JUNE 15, 2016**

Members present: T. John Cunningham, Safety Coordinator; Katie Haase, Human Resources; Andy Bentzen, Parks; Krystal Fosdick, Fire; Jim LeBrun, Building Maintenance; Brandon Wisner, Administration; Tanner Anderson, Streets; Jake Larsen, Liquor Stores; Tony Seibert, Arena; Mike Thiry, Utilities (Electric).

Members absent: Dave Dummer, Police; Nick Flaherty, WWTP; Bob Ruprecht, Fire and Building Safety; Eric Volk, Utilities (Water); Steve Benoit, Recreation.

1. Call meeting to order

The Safety Committee was called to order at 1:33 p.m.

2. Consider Agenda

Motion to approve agenda was made by Tanner Anderson and seconded by Jake Larsen. Motion carried.

3. Approve the Safety Committee Minutes for May 18, 2016

Motion to approve the minutes for the May 18, 2016, meeting was made by Katie Haase and seconded by Andy Bentzen. Motion carried.

4. Accident Review

4.1 Fire 05-23-16

“Employee was performing fire suppression on 2.5” hardline. Near the end of first air bottle became very light-headed. Was taken to on-site rehab and BP and pulse were elevated. Was transported to Mercy for evaluation.”

The Safety Committee did not have any recommendations.

4.2 Fire 05-23-16

“Dropped 2.5” hose on left foot.”

John Cunningham advised the committee that the employee was wearing steel toe boots at the time and the hose landed on their foot, just behind the steel toe section. The Safety Committee did not have any recommendations.

4.3 Wastewater 05-23-16

“Employee was opening the temporary wasting valve, which has a chunk missing from the handle leaving 2 sharp points. Employee gouged right index finger on one of the points.”

The Safety Committee suggested that they completely replace the handle versus put tape over the sharp ends. Committee members also inquired as to whether or not this is something that would have been caught during a facility checklist inspection and also inquired as to how the handle initially broke in the first place. John Cunningham advised that he would be following up on the issue.

5. Department Updates/Concerns

5.1 Administration (Brandon Wisner)
None

5.2 Street Division(Tanner Anderson)
None. Tanner Anderson advised that he received the fire extinguisher signs that were ordered and added that he would be putting them up after the meeting when he completes the facility checklist.

5.3 Parks Division (Andy Bentzen)
None

5.4 Recreation Division (Steve Benoit)
Absent

5.5 Waste Water Treatment (Nick Flaherty)
Absent

5.6 ERMU – Electrical Department(Mike Thiry)
None

5.7 ERMU – Water Department (Eric Volk)
Absent. John Cunningham informed the committee that there was a water main break last week near the high school and added that everyone involved did a nice job of fixing the issue.

5.8 Building Maintenance (Jim LeBrun)
None

5.9 Liquor Stores (Jake Larsen)
Jake Larsen informed the committee that there are 2-3 overhead lights out at one of the liquor stores. He added that he was told replacement lights were ordered from a company in China in 2015, but they have not received them yet. Jim LeBrun confirmed that the lights had been ordered and added that they have to be ordered from a specific company due to the type of light. Jake did not have any other updates.

5.10 Police (Dave Dummer)
Absent

5.11 Ice Arena (Tony Seibert)
Tony Seibert informed the committee that summer hockey recently started and indicated that construction was on-going. Tony did not have any other updates.

5.12 FABS (Bob Ruprecht)
Absent

5.13 Human Resources (Katie Haase)

Katie Haase inquired as to whether or not Tanner Anderson had a chance to meet with the police department regarding putting a distress button at the front desk for the Streets division. Tanner indicated that he had not had a chance to meet with the police yet, but added that he planned to in the near future. Katie also told the committee that recreation/seasonal employees recently completed their training and added that Tonya Love would be providing the sign in sheets to Human Resources and the Fire Department.

6. General Business

7. Old Business

7.1 Facility Checklist Forms

John Cunningham asked the committee if they had any suggestions for the facility checklists. He inquired about feedback regarding having the checklists online, on paper, etc. Tanner Anderson and Andy Bentzen both advised that they prefer the online method. John indicated that he will be going through each department's checklists and make them specific to each department. Brandon Wisner inquired about who is responsible for maintaining the first aid kit at City Hall. Jim LeBrun indicated that he maintains the first aid kit at the Library and does the facility checklist for City Hall. John asked if Brandon would be willing to ensure that the first aid kit was fully stocked and he indicated that he would. Tanner inquired as to whether or not it would be possible to order large wall mount first aid kits for Streets and Parks. He indicated that the ones they have now are small and none of the items are organized. John added that there was talk of ordering new ones at one point and he will follow up to see if a decision had been made or not.

7.2 SDS and Safety Portal Signs

John Cunningham indicated that RaeAnn Gardner has come up with drafts for the SDS signs and Safety Portal signs.

8. New Business

9. Adjournment

There being no further business, the meeting of the Safety Committee adjourned at 2:06 p.m.

Krystal Fosdick